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Job 1 of 1

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The Probation Department Placement Services Bureau is seeking well-qualified and highly motivated candidates to fill the position of Secretary II.

Requirements Permanent County of Los Angeles employees who have passed their initial probationary period and currently hold the payroll title of **Secretary II** are invited to submit their resume with cover letter, copies of their last two (2) performance evaluations, and time history report (prime variance only) for the last two (2) years to:

Delia Munoz, Probation Director
3965 Vermont Avenue, Third Floor
Los Angeles, CA 90037
Phone: (323) 415-8744

Please email documents to:
Delia.Munoz@probation.lacounty.gov with the subject line "Secretary II."

All submitted documents will be evaluated and only the most qualified candidates will be scheduled for an interview. The cover letter and resume should clearly outline how the employee meets the requirements and desirable qualifications. Successful candidates must complete a background check which includes a review of their official personnel folder and reference checks.

Desirable Qualifications

- Strong interpersonal skills which includes the ability to routinely work with a number of different sections and departments with a friendly attitude.
- Professional appearance and attitude at all times.
- Organized and detailed oriented.
- Solid computer skills and the ability to use major software packages like Microsoft Office and learn job specific software such as eCAPS, PCMS, etc.
- Excellent communication skills both written and verbal; command of the English language, and a firm grasp of business etiquette.

- Ability to learn new skills and procedures with ease.
- Ability to keep information confidential.
- Ability to follow instructions and carry them out.
- Self-starter
- Helpful, trustworthy, reliable, honest, and team player.

Duties

- Replies to verbal and written communications.
- Screens in-person inquiries and telephone calls; furnishes requested information, refers inquiries and calls to others better qualified to assist, and personally takes care of inquiries and calls which do not require the attention of the supervisor.
- Makes appointments and arranges conferences and meetings for supervisor.
- Acts as intermediary between supervisor and staff; transmits verbal and written messages, orders, and requests.
- Acts as liaison between the supervisor's office and other departments, agencies, and jurisdictions.
- Prepares inter-office notices, bulletins, and memoranda, including interpretations of departmental policy, and the laws and regulations governing the activities of the office.
- Gathers data for general information purposes or special reports, contacting other departments, employees, agencies, and individuals for additional material as necessary, and may prepare reports for supervisor's approval upon request.
- Checks material being submitted for supervisor's attention to ascertain that all relevant data, files, signatures, etc., are included.
- Keeps track of the execution of plans, improvements, and projects initiated by the supervisor and recommends improvements in departmental procedures.

Vacancy Information This transfer opportunity is located at 3965 Vermont Avenue, Los Angeles, CA 90037.

THIS IS NOT A CIVIL SERVICES EXAMINATION

Available Shift Day
Contact Name Delia Munoz
Contact Phone (323) 415-8744
Contact Email Delia.Munoz@probation.lacounty.gov
Job Field Clerical
Job Type Administrative Support

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